

## \$\$ Cost Cutting Tips for TEAMS \$\$

Here is a fun and informative quiz to measure your **cost cutting quotient**:



True or False:

1. On the Case Notes screen (CANO, F-10), pressing Enter after every line will bring you to a new line and will not cost extra.
2. If you are performing maintenance on an ongoing case and you add a new resource (for example, on LIAS), you must access the applicable resource 'determinator' screen(s) for the case (like EXRA, EXRF, EXRM, MARD, etc.).
3. Entering the Program and Subtype on the SYSE Menu when you are adding MA-AN to a case will only take you to the necessary screens for eligibility determination and authorization of that program.
4. When you are having trouble with a case, the best place to find out the problem screen(s) is the -ED screens (AFED, FSED, MAED, etc.).
5. Deleting unneeded notices from NORE saves money.
6. Some screens on TEAMS are more expensive than others, depending on the complexity and amount of processing being done.
7. Expensive screens should always be avoided.
8. Becoming familiar with the default screenflows has a good potential of saving money for the State.
9. Changing the MORE CLIENTS, MORE INCOME, or MORE FACTORS indicator to N when you don't need to review the second page, saves money.

True or False:

1. On the Case Notes screen (CANO, F-10), pressing Enter after every line will bring you to a new line and will not cost extra.  
FALSE: You should only press Enter once, to store a case note. Simply type your whole case note, and pay no attention to the right hand margin and how words break.  
Note: this is assuming you are entering a one-paragraph note; if you need to include a blank line in order to visually separate sections of information within a note, see the Process Guide [“Using Case Notes,”](#) Step 3.  
When you’re finished, press F-6 to allow TEAMS to insert appropriate line breaks (word wrap), then press Enter to store the note. When Enter is pressed, TEAMS puts your cursor in the DESC field; it does not bring you to a new line.
2. If you are performing maintenance on an ongoing case and you add a new resource (for example, on LIAS), you must access the applicable resource ‘determinator’ screen(s) for the case (like EXRA, EXRF, EXRM, MARD, etc.).  
TRUE: When new resources are added, TEAMS must be given the chance to verify the case still passes the resource test(s), before eligibility can be determined again.
3. Entering the Program and Subtype on the SYSE Menu when you are adding MA-AN to a case will only take you to the necessary screens for eligibility determination and authorization of that program.  
TRUE: Using the Program/Subtype on SYSE will save money and time by bypassing unnecessary screens, such as all resource and income screens (in the MA-AN example).
4. When you are having trouble with a case, the best place to investigate the problem screen(s) is the –ED screens (AFED, FSSED, MAED, etc.).  
TRUE: Using the –ED screens rather than hunting around, saves money! The fewer screens you can access to solve the problem, the better. In addition, it is best to solve problems that occur prior to the income screens first, and then do the income screens and the ones following. Sometimes when you solve a problem early in the default screen flow, it will remedy other ones that were initially listed as FAIL on the –ED screens.
5. Deleting unneeded notices from NORE saves money.  
TRUE: When users let their NORE screen get full, TEAMS has to work harder to display all those notices each time, and it takes up storage space which also costs money. In addition, if NORE gets too full, it can cause abends, which require programmer intervention to fix.
6. Some screens on TEAMS are more expensive than others, depending on the complexity and amount of processing being done.

TRUE: Screens that do a lot of processing (such as EXPD or other determinator screens) are more expensive. TEAMS has to consider all the data that was entered previously and come up with a 'final answer' here! Screens that just store data regarding the people (like ETMT) are fairly inexpensive.

7. Expensive screens should always be avoided.

FALSE: Expensive screens cannot be avoided altogether. However, the *unnecessary visits* to screens can be avoided.

8. Becoming familiar with the default screenflows has a good potential of saving money for the State.

TRUE: If you print the default screenflow handout and post it near your computer, you can use it to skip around screens that are not needed for case updates (and if you're really good, you can even skip around certain screens for new cases!).

9. Changing the MORE CLIENTS, MORE INCOME, or MORE FACTORS indicator to N (when you don't need to review the second page) saves money.

TRUE: Each time you press Enter on TEAMS, processing is taking place. Therefore, anytime you can avoid viewing an unnecessary screen, please do!

Scoring:

7-9 Correct: You are truly a cost cutting King or Queen!

3-6 Correct: Fairly frugal.

0-2 Correct: Let's just say scores aren't really what's important here...after all, we're all working together to learn more ways to save money, right?!?